

55TH CONS Government Purchase Card (GPC) Training

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www.offutt.af.mil/55thWing/55SPTG/55CONS/GPCprogram.asp

CARE Website:

<https://care.usbank.com/>

GOOD MORNING

- BATHROOM LOCATIONS
- SMOKING AREA
- FIRE EXIT
- BREAK AREA, PHONE,
- SNACKS

INTRODUCTION

THE GOVERNMENT BANKCARD PROGRAM IS DESIGNED TO SAVE YOU TIME, CUT "RED TAPE," AND ELIMINATE MOST OF THE FRUSTRATION ASSOCIATED WITH OBTAINING NEEDED SUPPLIES AND SERVICES.

THE COMMANDER, APPROVING OFFICIALS, RESOURCE ADVISOR, AND CARDHOLDERS, WILL DETERMINE HOW WELL THE PROGRAM FUNCTIONS.

OVERVIEW

- COMMON TERMS & DEFINITIONS
- PROGRAM COORDINATOR RESPONSIBILITIES
- VIDEO – US Bank
- “DO’s AND DON‘Ts”
- PURCHASE PROCESS
- HINTS AND TIPS
- SURVEILLANCES AND AUDITS
 - PAST AUDIT REPORTS

OVERVIEW (cont.)

- VENDORS AND PURCHASE LIMITS
- VIDEO – NIB/NISH, JWOD
- PURCHASING TRAINING
- WHERE/HOW TO FIND SOURCES
- LIFE OF A CARD
- GUEST SPEAKERS
 - FINANCE
 - GSA
 - ENVISION EXPRESS
 - LEGAL

TERMS & DEFINITIONS

- GPC-- Government Purchase Card
- AO--Approving Official
- CH--Cardholder
- GSA-- General Services Administration
- JWOD--Javits-Wagner-O'Day Act
- NIB/NISH--National Institute for the Blind/
National Institute for the Severely Handicapped
- UNICOR--Federal Prison Industries
- DAPS--Defense Automated Printing Service
- EPA--Environmental Protection Agency

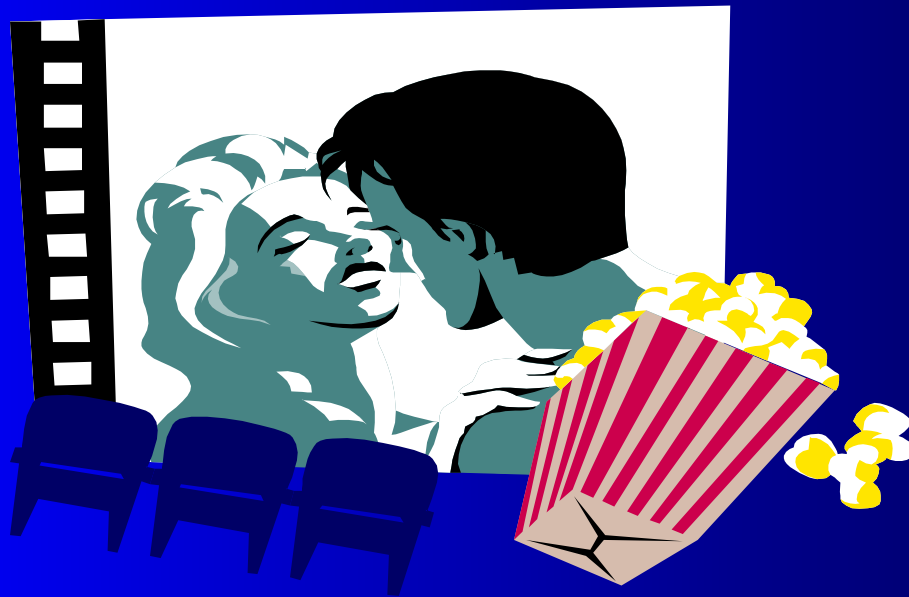
GPC PROGRAM COORDINATOR

- CONTRACTING IS THE GPC POINT OF CONTACT (POC)
- ACTS AS LIAISON BETWEEN CARDHOLDERS AND US BANK
- RESPONSIBILITIES:
 - ❖ **PROVIDES GPC TRAINING**
 - ❖ **PROVIDES GUIDANCE/CLARIFICATION**
 - ❖ **PERFORMS SURVEILLANCE**

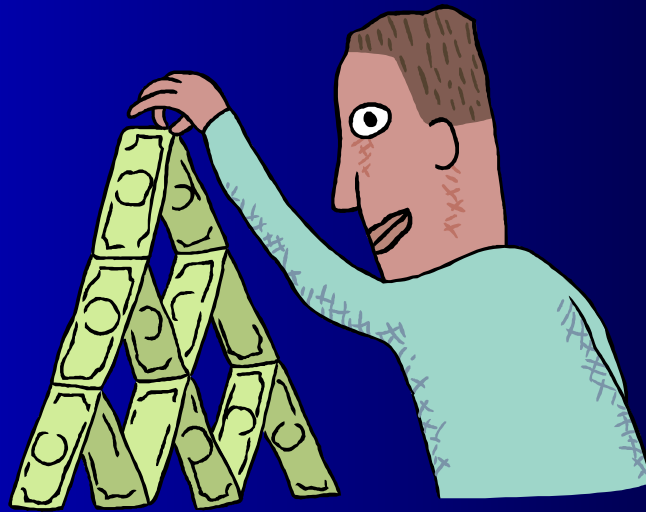
WHAT GOVERNS THE GPC PROGRAM

1. FEDERAL ACQUISITION REGULATION (FAR)
2. GENERAL SERVICES ADMINISTRATION (GSA) CONTRACT
3. PROCEDURE GUIDE
AFI 64-117, Government Purchase Card
4. PROCEDURE GUIDE
AFI 65-601, Budget Procedures

MAKING A GREATER IMPACT THROUGH GPC



DO'S and DON'TS



AUTHORIZED PERSONNEL

THE CARDHOLDER IS THE
ONLY PERSON
AUTHORIZED TO USE
THE GPC!

AUTHORIZED USES OF GPC

- GSA/CONTRACT PURCHASES UP TO \$25,000
(with documented competition)
- SUPPLIES AND SERVICES UP TO \$2,500
- CONSTRUCTION UP TO \$2,000
 - Construction actions exceeding \$2,000 require inclusion of Davis-Bacon Act provisions

SMALL BUSINESS

PREFERENCE SHOULD BE GIVEN TO
SMALL BUSINESS WHEN PRICE IS
CONSIDERED FAIR AND
REASONABLE.



PURCHASES REQUIRING COORDINATION/REVIEW

- **VIDEO EQUIPMENT AND SERVICES**
 - **55 CS/SCS (AF-3215) 4-3745**
- **COMPUTER EQUIPMENT**
 - **55 CS Helpdesk (AF-3215) 2-7653**
 - ***STRATCOM - Technical Review Board**
- **POTENTIALY HAZARDOUS MATERIALS,
ENVIRONMENTAL PROTECTION
EQUIPMENT, AND MEDICAL SUPPLIES**
 - **Bioenvironmental (AF-3952) 2-5618**
- **ACCOUNTABLE ITEMS**
 - **Supply 4-4837**

PURCHASES REQUIRING COORDINATION/REVIEW_(CONT)

- **RENTAL/LEASE OF MOTOR VEHICLES**

- **TRANS 4-3758**

- **SERVICE COVERED BY A PREVENTATIVE
MAINTENANCE AGREEMENT OR BLANKET
PURCHASE AGREEMENT**

- **55th Contracting 4-4703**

- **CONSTRUCTION UP TO \$2,000**

- **Civil Engineering (332) 4-4802**

ACCOUNTABLE ITEMS

- ◆ Non-expendable (BC9) equipment assets > \$2500 purchased on existing contracts w/GPC MUST have accountability records established
- ◆ Pilferable items must also be accounted for (TV's, VCR's, Microwaves, ETC....)
- ◆ Equipment custodians SHALL contact the Base Supply Customer Service, upon receipt of the asset, for advice

Training, Education & Tuition Assistance

- Unit Training Monitors:
 - ❖ May purchase non-government or off the shelf training (training offered in catalogs by a college, university, professional association, consultant firm or organization) using own unit funds up to \$25K
 - ❖ Must follow guidance contained in AFI 64-117

Training, Education & Tuition Assistance (cont.)

- Does not include training specifically developed, designed, or produced to meet a requirement unique to an organization and/or program
- An AF Form 9, Request for Purchase, submitted to Contracting, is the proper document to purchase training designed specifically to meet a requirement particular to the organization, or exceeds \$25,000.

GPC PURCHASE PROCESS



GPC PURCHASE PROCESS

Use Documentation for Reconciliation

Document Proof of Purchase*

Determine Price Reasonableness

Obtain Quotes from Vendors

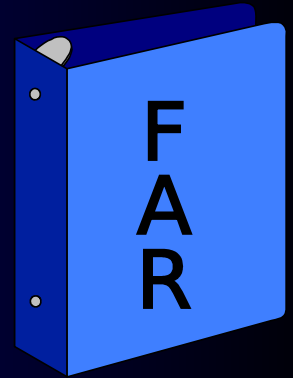
**Accomplish
Screening/coordination
Are Funds Available?**

Can Purchase be Made with Card?

Determine Need



COMPETITION



Micro-purchases - FAR 13.106-1 (A)(2)& (3)

- May be awarded without soliciting competitive quotes if price is considered reasonable.
- When to verify price reasonableness

Above the Micro-purchase Threshold (AFI 64-117, 2.1.2.3)

- Obtain competition, 3 Quotes
- GSA - Cardholders must review prices on at least 3 **contracts/agreements** and select the best value.

PURCHASE PROCESS

- COMPETE, COMPETE, COMPETE...
- MAKE SURE YOU TELL VENDORS YOU'RE MAKING A PURCHASE FOR THE GOVERNMENT WITH A GPC
- REMEMBER YOU ARE TAX FREE
- ASK FOR A GOV. DISCOUNT

OVER \$2,500

- GSA~ \$25K
- CONTRACTS and BPA'S ~ \$25K
- ENVISION STORE ~ \$25K
- TRAINING ~ \$25K
- JWOD PRODUCTS ~ \$25K
- UNICOR ~ \$25K
- AFWAY ~ \$25K **
- DAPS ~ \$100K

GSA ADVANTAGE

GSA ADVANTAGE IS A WEB SITE TO
PURCHASE GSA PRODUCTS, CHECK
MANDATORY SOURCES OF SUPPLY,
AND VERIFY GSA NUMBERS

www.fss.gsa.gov

ALL WITHOUT PICKING UP A
PHONE OR MAILING A LETTER

MANDATORY SOURCES OF SUPPLY STILL IN EFFECT

- FEDERAL PRISON INDUSTRIES (FPI)
(UNICOR)*
- DEFENSE AGENCY PRINTING
SERVICE (DAPS)
- NIB/NISH (JWOD)
- AFWAY*
- EPA LISTED ITEMS

www.epa.gov/epaoswer/non-hw/procure/products.htm

MAKING A DIFFERENCE WITH THE GPC



NIB/NISH
(JWOD)



GSA APPROVED JWOD VENDORS

- BOISE CASCADE OFFICE PRODUCTS (888) 505-3337
- BT OFFICE SUPPLIES INTERNATIONAL (888) 862-8674
- CORPORATE EXPRESS (800) 270-9711
- OFFICE DEPOT (888) 263-9586 (catalog only)
- STAPLES NATIONAL ADVANTAGE (800) 538-2728
- INNOVATIVE SALES (800) 283-1903
- PAYLESS OFFICE PRODUCTS (402) 891-6210
- ENVISION (Bldg. D) (402) 294-2341

HOW DO I FIND MORE SOURCES?

- INTERNET

- www.offutt.af.mil/55thWing/55SPTG/55CONS/GPCprogram.asp

- ATTENDING VENDOR SHOWS

- TALK TO YOUR EQUIPMENT MANAGER

- CATALOGS

- YELLOW PAGES

- ASK US



***“I MADE A PURCHASE...
NOW WHAT?”***



PURCHASE TRACKING

❖ Purchases That are Delivered, Rather Than Picked-Up, Should Be Available Within Next Billing Cycle, Except For Subscriptions

❖ The Government prefers complete shipments (all items from one order shipped at once). However, if this is not possible the cardholder must track and ensure all partial shipments are received and accounted for



DELIVERY

- ITEMS MAY BE DELIVERED TO DIFFERENT LOCATIONS
- ITEMS CAN BE PICKED UP
- ITEMS CANNOT BE DELIVERED TO YOUR HOME

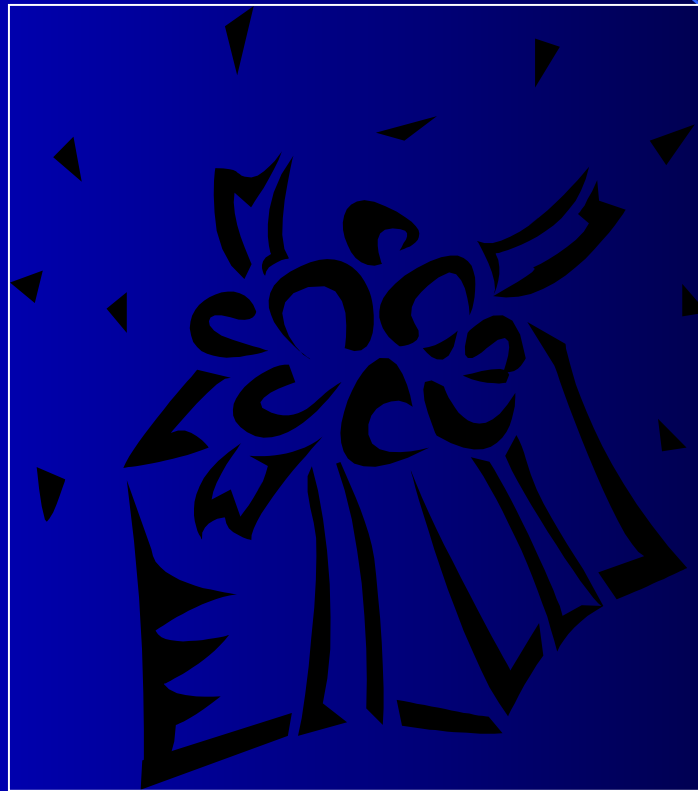
DOCUMENTATION

- KEEP ALL RECEIPTS FILED WITH MONTHLY TRANSACTION REPORT (printed from C.A.R.E)
- ***TRANSACTION DETAIL MUST BE RECORDED IN THE TRANSACTION DETAIL LOG***
- MAINTAIN DOCUMENTATION FOR **3** YEARS

RECONCILIATION

- ENSURE YOU CARRY UNCHARGED/UNBILLED AMOUNT(S) TO THE NEXT MONTH.
- THE BILLING CYCLE RUNS FROM THE 26TH OF THE MONTH THROUGH THE 25TH OF THE FOLLOWING MONTH.

UNAUTHORIZED USES OF GPC



UNAUTHORIZED PURCHASES

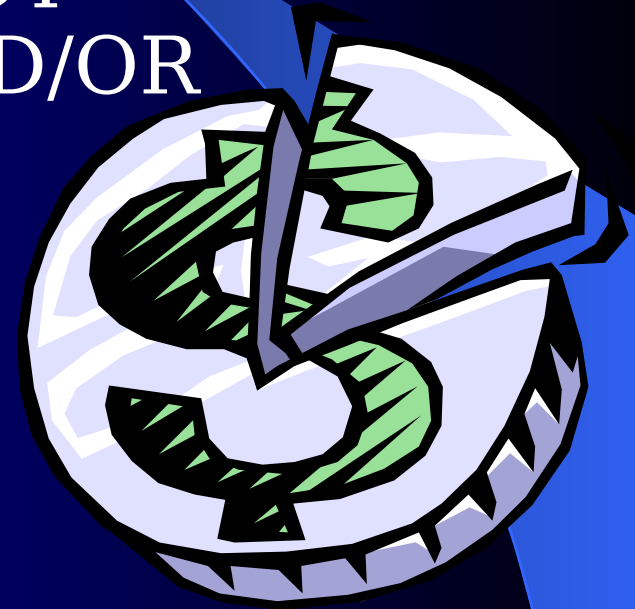
- THE CARD SHALL NOT BE USED FOR THE FOLLOWING:
 - ❖ CASH ADVANCES
 - ❖ TRAVEL RELATED EXPENSES
 - ❖ PURCHASE MUNITIONS AND FIREARMS
 - ❖ PERSONAL OR PROFESSIONAL SERVICES
 - ❖ PURCHASE OF FUEL OR OIL*

UNAUTHORIZED PURCHASES (CONT.)

- RENTAL OR LEASES OF LAND* (EXCEPTION IS RENTAL OF TEMP STORAGE FOR OFFICE RECONFIGURATION NOT TO EXCEED 90 DAYS AND \$2,500)
- REPAIR OF LEASED VEHICLES
- JANITORIAL AND YARD SERVICES
- CLASSIFIED AND SENSITIVE ITEMS
 - (ex: STU III, SIPRNET, etc.)

SPLIT REQUIREMENTS

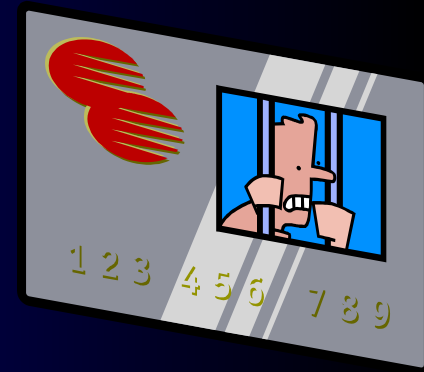
PURCHASES SHALL NOT
BE BROKEN DOWN AND/OR
SPLIT INTO SEPARATE
PURCHASES TO
GET AROUND A
DELEGATED
DOLLAR THRESHOLD



RISKS OF UNAUTHORIZED PURCHASES

- GPC CARDHOLDERS MAY BE LIABLE TO THE GOVT FOR THE TOTAL DOLLAR AMOUNT OF UNAUTHORIZED PURCHASES MADE IN CONNECTION WITH CARD MISUSE OR NEGLIGENCE.
- HE OR SHE MAY ALSO BE SUBJECT TO DISCIPLINARY ACTIONS UNDER DoD AND USAF DIRECTIVES, REGULATIONS, FEDERAL LAW AND THE UCMJ.

RISKS OF UNAUTHORIZED PURCHASES (cont.)



A LETTER WILL BE SENT TO YOUR CC FROM OUR CC WITH THE FOLLOWING INFORMATION:

- Violation Has Been Discovered Or Is Occurring
- Monthly Card Limit Reduced To \$0.00
- Description Of The Violation
- Remedial Training Before Return To Authorized Purchasing Levels
- Revocation For Subsequent Procedural Violations

SURVEILLANCE/AUDITS

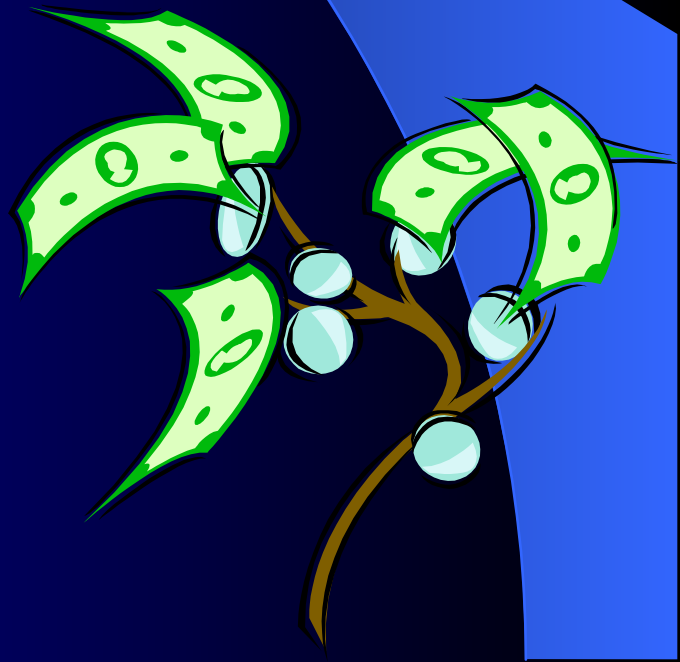


SURVEILLANCE

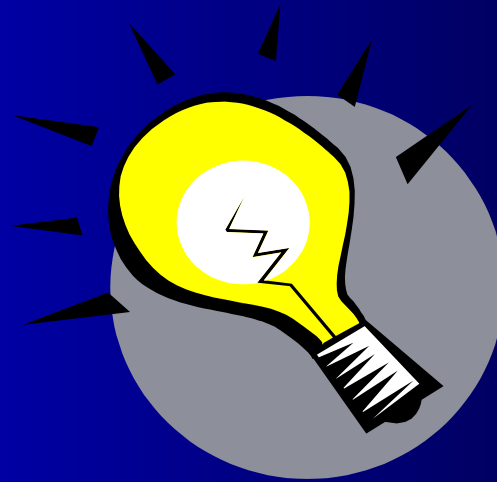
- DAILY SURVEILLANCE PROCEDURES
- 90-DAY C/H SURVEILLANCE BY A/O
- ANNUAL SURVEILLANCES
- OPERATION MONGOOSE
- AF AUDIT AGENCY
- GAO AUDIT

PAST AUDIT REPORTS

- THE BREAK ROOM
- ADULT ENTERTAINMENT
- EXTREME MAKEOVER
- SHOPPING SPREE
- RED HORSE
- HAVE YOUR CAKE



HINTS AND TIPS



LOST OR STOLEN CARDS



**CRUCIAL TO MAINTAIN
SECURITY OF
CREDIT CARD AT ALL
TIMES**

**REPORT LOST OR
STOLEN CARDS TO A/O,
BANK AND GPC OFFICE
IMMEDIATELY!**



TAX EXEMPT

ADVISE
MERCHANTS ALL
PURCHASES
ARE TAX EXEMPT



FEDERAL GOVERNMENT'S
TAX EXEMPT NUMBER IS 4
USCA 104-107

REPAIRS

- CARDHOLDER MUST FORWARD ANY REPAIR RECORDS TO THE EQUIPMENT CUSTODIAN
- DECIDE IF REPAIR IS ECONOMICAL
 - ✱ Use 75% Rule
- TEAR DOWN AND QUOTE
- UNPRICED PURCHASES – NO! NO!

CONTINGENCIES AND EXERCISES

➤ IN MOST CASES, RULES OF ENGAGEMENT WITHIN

THE THEATER OF OPERATIONS MAY DICTATE THAT ONLY WARRANTED CONTINGENCY CONTRACTING OFFICERS (CCO) MAY USE

THE GPC.
➤ HOWEVER, CARDHOLDERS WHO ARE NOT A WARRANTED CCO MAY CONTINUE TO USE UNIT FUNDED GPCs WHEN DEPLOYED FOR A SHORT DURATION (TYPICALLY LESS THAN 30 DAYS) FOR EXERCISES OR CONTINGENCIES, WITH UNIT APPROVAL. IN THIS SITUATION, NORMAL PURCHASE REGULATIONS APPLY.

NEED HELP OR HAVE QUESTIONS?

THE 55TH **CONTRACTING WEB** SITE
HAS MANY SOURCES AND
INFORMATION FOR YOU TO
CHOOSE FROM AND WE ARE
CONSTANTLY LOOKING FOR MORE.

[www.offutt.af.mil/55thWing/55SPTG/55CONS/GPCprogram
.asp](http://www.offutt.af.mil/55thWing/55SPTG/55CONS/GPCprogram.asp)

LIFE OF A CARD



ORDERING A CARD

ACCOUNTS WILL BE SET-UP ONCE **ALL**
OF THE FOLLOWING ARE RECEIVED:

(ALL ARE TO BE SUBMITTED TOGETHER)

1. ACCOUNT SET-UP FORM
2. STATEMENT OF TRAINING
3. CURRENT POC LETTER
4. DAU CERTIFICATE
(valid for 3 years)

RECEIVING YOUR CARD

- MAILED TO YOU WITHIN 10 WORKING DAYS FROM US BANK
- YOU MUST IMMEDIATELY ACTIVATE YOUR CARD AFTER RECEIPT



RECEIVING YOUR USER ID AND PASSWORD (C/H)

***YOU WILL ESTABLISH
YOUR OWN USER ID
AND PASSWORD
AFTER YOU RECEIVE
YOUR CARD
(CARE training)***

RECEIVING YOUR USER ID AND PASSWORD (A/O)

- YOU'LL BE CONTACTED BY EMAIL OR PHONE WITHIN 5 BUSINESS DAYS AFTER ACCOUNT SETUP
- YOU MUST LOG ON AFTER RECEIPT (PASSWORD MAY EXPIRE)

US BANK

- MAINTAINS ALL ACCOUNTS
- ISSUES CARDS TO CARDHOLDERS
- CONTROLS REBATE PROGRAM
- UPDATES C.A.R.E REPORTS FOR:
 - CARDHOLDERS
 - APPROVING OFFICIALS
 - FINANCE OFFICE

US BANK CUSTOMER SUPPORT 1(888)994-6722

LEAVING?

- - NOTIFY PROGRAM COORDINATOR 60 DAYS PRIOR TO CARDHOLDER SEPARATION (PCS, PCA, RETIREMENT)
- - ENSURE ALL CHARGES ARE VALIDATED, PRIOR TO LEAVING
- - ALL DOCUMENTATION IS TO BE LEFT WITH THE A/O WHEN YOU LEAVE



RESPONSIBILITY REMINDERS



CARDHOLDERS

- Your role as the cardholder is to use the purchase card to buy best value goods and services for Government use (Fair and Reasonable Price)
- You hold the primary responsibility for the proper use of the purchase card. (Procurement Integrity)

CARDHOLDERS

Your main responsibilities as a cardholder are to:

- Secure the card
- Maintain a purchase log, ensure all receipts are retained
- Use the card only to make informed buys of approved goods and services
- Ensure availability of funds before purchase
- Observe all dollar limits on purchases
- Reconcile and document transactions
- Use the card ethically
- Verify and approve all CARE transactions and log details within 3 days of cycle end date

APPROVING OFFICIALS

- The primary purpose of this position is to ensure Cardholders follow all applicable policies and procedures
- Performs 100% surveillance on cardholders and check writers, ensuring that items are accomplishing the mission of your agency.
- Verify all CARE transactions and approve accounts within 5 days of cycle end date to ensure all possible rebates are acquired.

QUESTIONS?

